



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative Trainee [Classified Non-Competitive]			Salary P95 \$44,628.85 - \$46,646.55
Posting Number 520-21	Position Number 927864	Number of Positions 1	Posting Period * From: 10/05/2021 To: 10/19/2021
Location: 55 N. WILLOW STREET, TRENTON NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under immediate supervision of a higher level Public Health Representative or other supervisory official in the Department of Health, learns to perform the office and fieldwork activities within the TB program. Under supervision assists in the planning, coordination, implementation and upgrade of existing surveillance databases in use within the TB Program. Responds to inquiries regarding program activities or requirements; refers the more complicated inquiries to senior level staff, but receives training to respond independently in the future. Under general supervision, prepares informational materials, including letters, reports, correspondence, and other documents related to TB Control functions and objectives with internal and external stakeholders. Assists in preparing charts, tables, and other graphic representations needed for planning, operation and implementation of TB surveillance databases. Will be trained to utilize EDN, NTSS-CR, and various other information systems used by the the department, division and outside agencies. Establishes business and working relationships with a variety of Grantees and Stakeholders from parties, including federal, state, local government and private organizations. Applicants who successfully complete the 12 month training period will be eligible for advancement to the journeyman level title.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTHIVAIDS@doh.nj.gov • Mail the required documents to: Patricia Laird, Administrative Assistant 1 HIV, STD and TB Services Reference Posting #520-21 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*